

To: Mayor Hinshaw and Board of Trustees  
From: John J. DuRocher, Village Administrator  
Subject: August Board Meeting Agenda and Report  
Date: August 5, 2016

Please find attached the Agenda and Board packet for the upcoming meeting.

If there is any item of business requiring deeper analysis, I will have a separate memo immediately following this report.

Mayor's Report- Please note that Mayor Pro-Tem Wittenberg will be running the meeting.

1. At the Board meeting we will provide up to date information as to sticker sold and citations written.
2. The MWRD has provided the Village with 100 oak tree saplings of a variety of species to the Village for our residents free of charge. They are available on a first come, first serve basis and can be picked up in the back of Village Hall. Residents are asked to provide the front desk their name, address, phone, and email.
3. The MWRD is also offering the Village free rain barrels throughout the end of this year. Residents are asked to call the front desk to reserve theirs. There are some rules that are available at the front counter or on our website.

#### 1. Old Business

- a. Approval of Minutes. These are undergoing editing and will be sent when received.
- b. Approval of Warrants-Attached, grand total for the month ending 7/31 is \$466,923.60. Please note that there is a payment to Calumet City Plumbing in the amount of \$110,000 for the meter program.

Attached is the current balance sheet. I also include the prior month's ending balance.

- c. Attached is the budget report for the period ending June 30.

#### 2. New Business

- a. Resale Inspections-Trustee Farrell-Mayer would like to discuss the resale inspection process. Attached following this document is a more detailed analysis and the section from our code of ordinances pertaining to the resale inspection process.

- b. Pavement Repair/Capital Plan Attached is a memo offering a first analysis of the attached road report prepared by our engineers.

3. Reports from Administrator

- a. The meter replacement program is well into its final stages. All substantial work is expected to be done by August 20. As of this moment we have under 40 on our non-response list and these are getting the phone calls and termination of services letter underway. We have received a couple of complaints. One as to the plumber not showing up (it was one of the Acacia buildings) this was a communications error and the matter has been rectified. The other 2 were from this week and had to do with leaking meters after the installation. Both have been referred to my office and I in turn informed Calumet City Plumbing.
- b. Also at closed session I would like to discuss the release of certain executive session minutes.
- c. Please be advised that I am off August 12-15 and August 26. I will be available by phone if needed.

## MEMO

To Mayor Hinshaw and Board of Trustees

From: John J. DuRocher, Village Administrator

Subject: Resale Inspections

Date: August 5, 2016

### **Background/Summary**

Please find attached the section from our code of ordinances (actually it's the draft of the codification) pertaining to resale inspections.

Please note that our resale inspections are not meant to be a home inspections, typically done by a prospective property purchaser.

The purpose of the inspections is really to ascertain whether or not any major remodeling has taken place without a building permit. The inspections also are our way of looking for any potential back-flow prevention problems or illegal sanitary or storm sewer taps.

Over this year alone, there have been at least four cases of work being done without a building permit.

One of the biggest concerns we hear is that it seems arbitrary. Based on my year with the Village, I started out thinking this, but can tell you that it is not. My biggest observation, one that I hope to address fairly soon, is the impact that it has on staff time. There is no predictability to the timing of when we receive calls for inspections and therefore its impact on staff is tremendous. I would almost like to see the inspections only being done on certain days of the week or scheduled at least a week in advance.

### **Fiscal Impact**

The Village earns about \$30,000 a year in home inspection fees. However, this is offset by a cost of \$15,000-\$20,000 to run the program. (This factors in all staff time to run the program).

### **Recommendation:**

At this point in time, I think that this is an important program that the Village has in place. I would like to see more discussion as to how to improve the program.

### **Action Required by the Board**

None required at this time.

## MEMO

To Mayor Hinshaw and Board of Trustees

From: John J. DuRocher, Village Administrator

Subject: Pavement Repair- Part of Capital Plan

Date: August 5, 2016

### **Background/Summary**

The Village received yesterday the pavement analysis spreadsheet from Strand, the Village Engineer. This is a summary of a much larger report. It will serve as the basis for our decision making process regarding road repairs and capital spending.

The list as presented presents road conditions from worst to best. It does not take into consideration traffic volume.

I met with Trustee Mann, PWD Santen, and the Village Engineer this afternoon to discuss the working strategy. As it is too late in the fiscal year to bid out any major work, we will be spending the next several months selecting the roads to be done (either a simple grind and overlay at a cost of about \$110 per linear foot (all costs) or about \$200 per linear foot for full reconstruction. We will look to bid the project out in January for FY 2017-2018 work and will include a roll over amount from this year for next year's spending. This, we believe, will increase our economies of scale for the project.

Please note that Staff is still planning on finalizing the Keokuk repairs and patching in certain areas this summer.

Please note that I "pulled out" Blackhawk Trail and Acacia Drive from the base list and put them at the bottom. These are specially designated routes and are eligible for federal funding. I have asked the engineer to prepare a task order for engineering so that we may start the grant process for this.

### **Fiscal Impact**

The impact is being reviewed

### **Recommendation:**

Further study is needed. No recommendation at this time.

### **Action Required by the Board**

None at this time, although we should discuss the process. Trustee Mann, PWD Santen, and I are meeting again on Monday to discuss this further.